

Field Service Procedure

Part Number: SP00245

Rev: -

Date: 26 April 2002

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Installation of Pull-out Writing Tray on Fabius GS

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Installation of Pull-out Writing Tray on Fabius GS

Installation Procedure

1. Inspect the writing tray kit and verify that it contains the following items:

Item	Qty	P/N
Tray assembly	1	4117100
Pullout stop	1	4117037
Bumper, 0.440 dia.	2	4110943-002
Bumper, 5/16 dia.	1	4110943-001
Block, SPRT	1	4117685
Set screw, 8-32 x 1/2 in.	3	HW07010
Plug, panel	2	4115854
Screw, self-tap, M4 x 12 mm	6	4117021-001

2. Remove all drawers from the cabinet: pull the drawer out, lift the release tabs at the sides of the drawer and continue lifting the drawer up and out of the tracks.
3. If applicable, remove all cylinders from the yokes at the rear of the machine.
4. Examine the underside of the writing surface at the front of the machine.

Skip the next step if your machine has the mounting bosses shown in Figure 1.

Installation Procedure (continued)

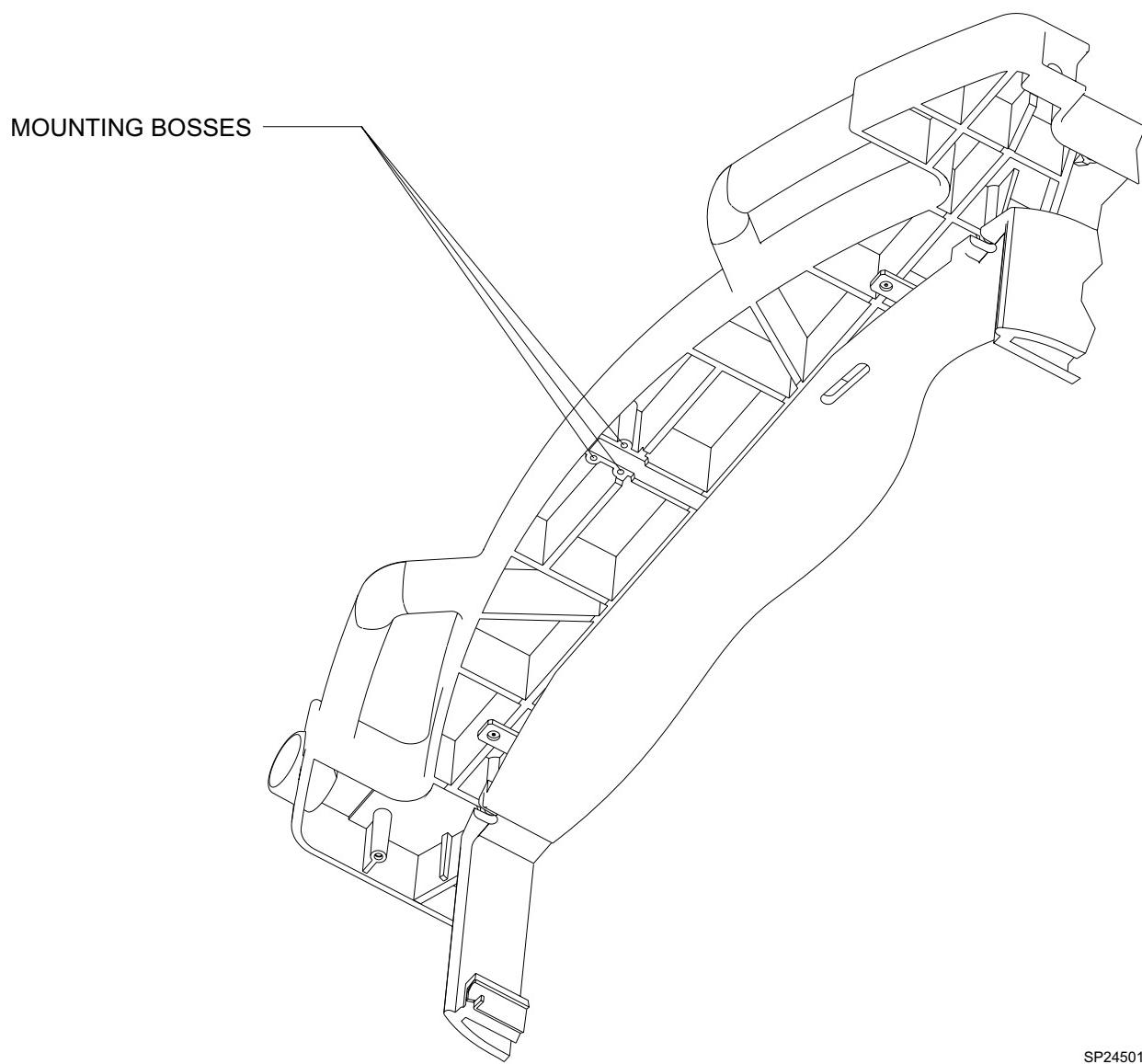


FIGURE 1. Location of Mounting Bosses

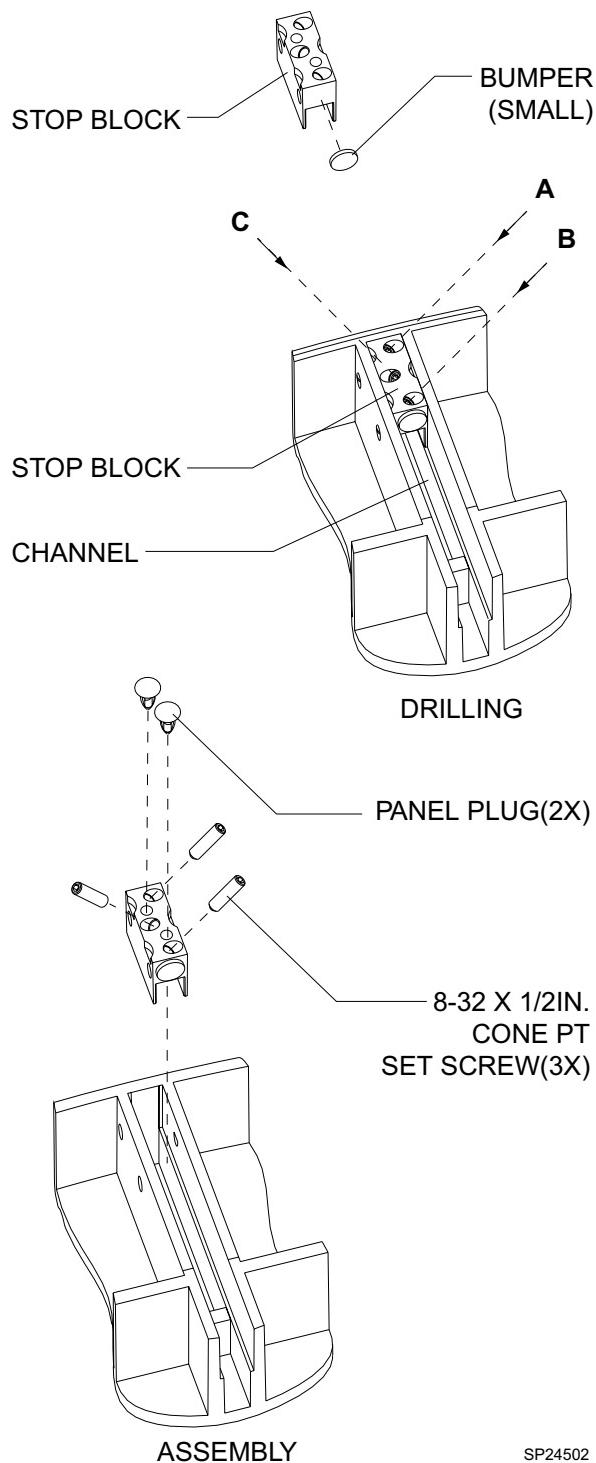
Installation Procedure (continued)

5. For early machines without the mounting bosses, install the front stop block for the pull-out tray as follows:

- Install the bumper (4110943-001) on the stop block as shown in Figure 2. Make sure the block is oriented as shown, and the bumper centered.
- Place the stop block (4117685) in the channel oriented as shown in Figure 2. Make sure the block is held firmly into the channel while performing the next step.

CAUTION: Use proper safety equipment, including eye protection before proceeding to the next step.

- Using the block as a guide, drill holes A and B through the channel using a 1/8 in. drill bit.
- Install an 8-32 x 1/2 in. cone pt. set screw (HW07010) in hole A and hole B. Drive these screws into the plastic material.
- Drill hole C in the same manner, and install the remaining set screw
- Install a panel plug (4115854) in each of the two larger holes in the stop block.



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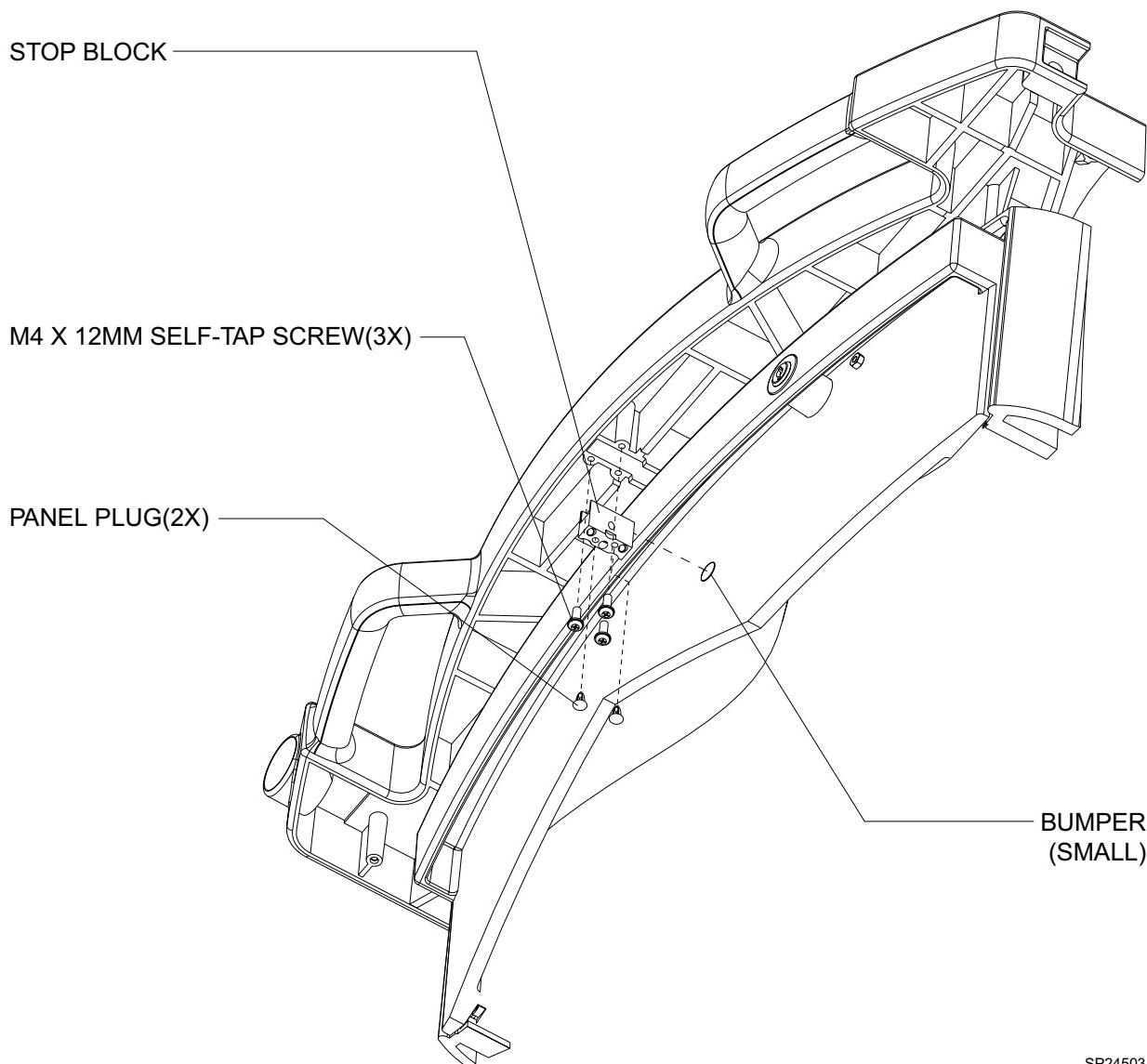
**FIGURE 2. Stop Block Installation:
Early Machines**

Installation Procedure (continued)

6. For later machines with the mounting bosses:

- Install the bumper (4110943-001) on the block as shown in Figure 2. Make sure the block is oriented as shown, and the bumper centered.

- Place the stop block in the channel and secure it with three M4 x 12 mm self-tapping screws (4117021-001) threaded into the bosses as shown in Figure 3.
- Install a panel plug in each of the two larger holes in the stop block.



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**FIGURE 3. Stop Block Installation:
Later Machines**

Installation Procedure (continued)

7. Slide the tray assembly (4117100) into the back of the machine where shown in Figure 4. As you continue to push the tray in, make sure the slide bar on the tray is aligned in the center channel.

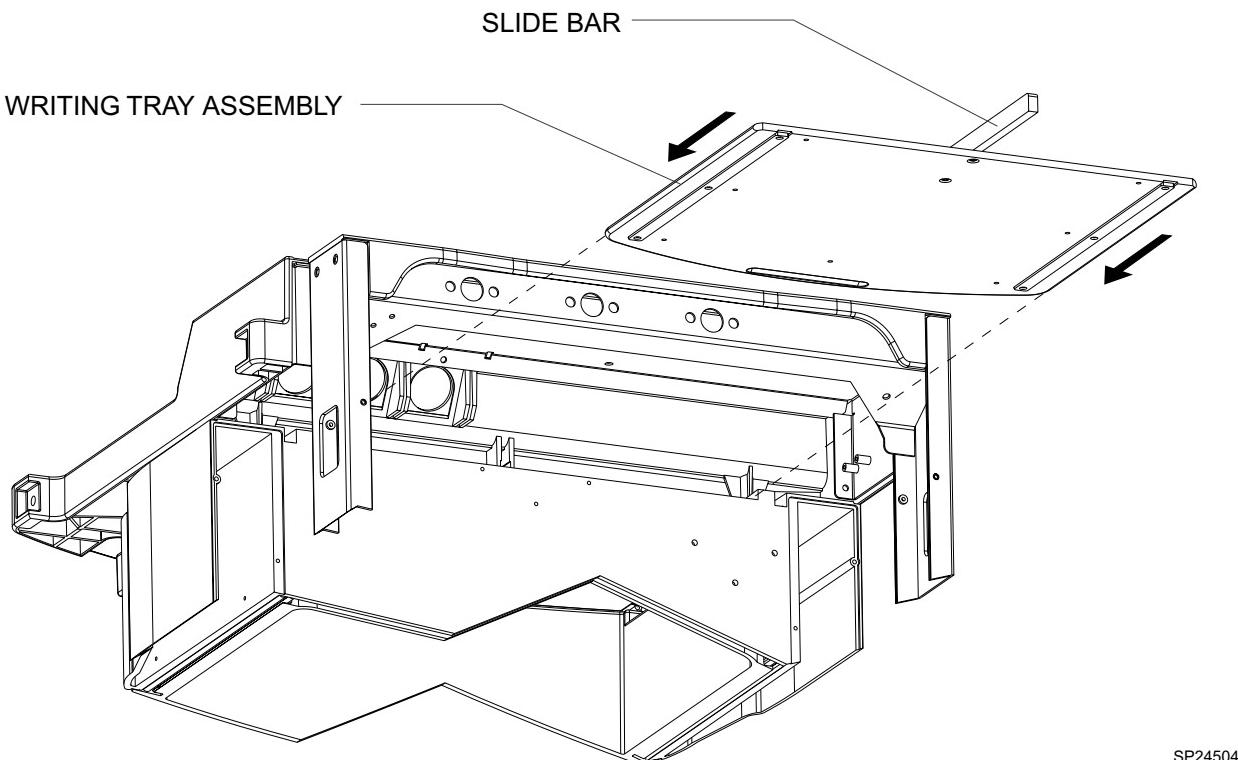


FIGURE 4. Installing the Writing Tray

Installation Procedure (continued)

8. Install two bumpers (4110943-002) on the stop plate (4117037). See Figure 5.

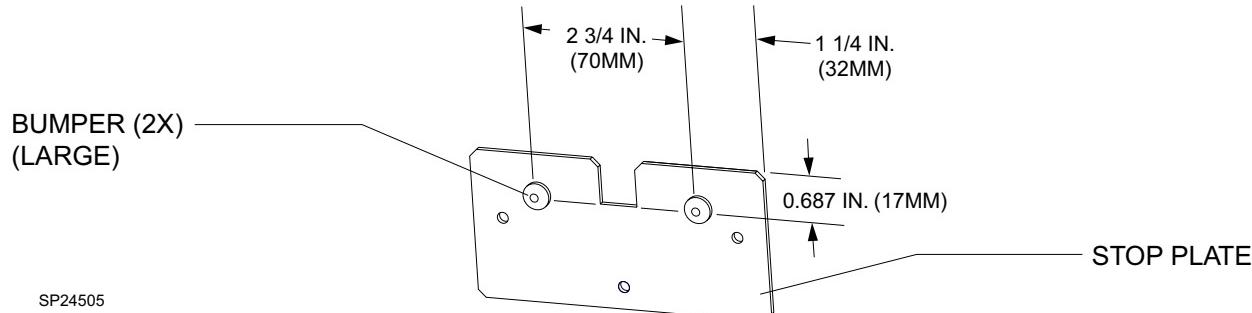


FIGURE 5. Installing the Rear Bumpers

9. Install the stop plate on the back of the machine with three M4 x 12 mm self-tapping screws (4117027-001). Make sure the bumpers face the front of the machine. See Figure 6.

10. Ensure that the tray operates smoothly through its full range of travel without binding.

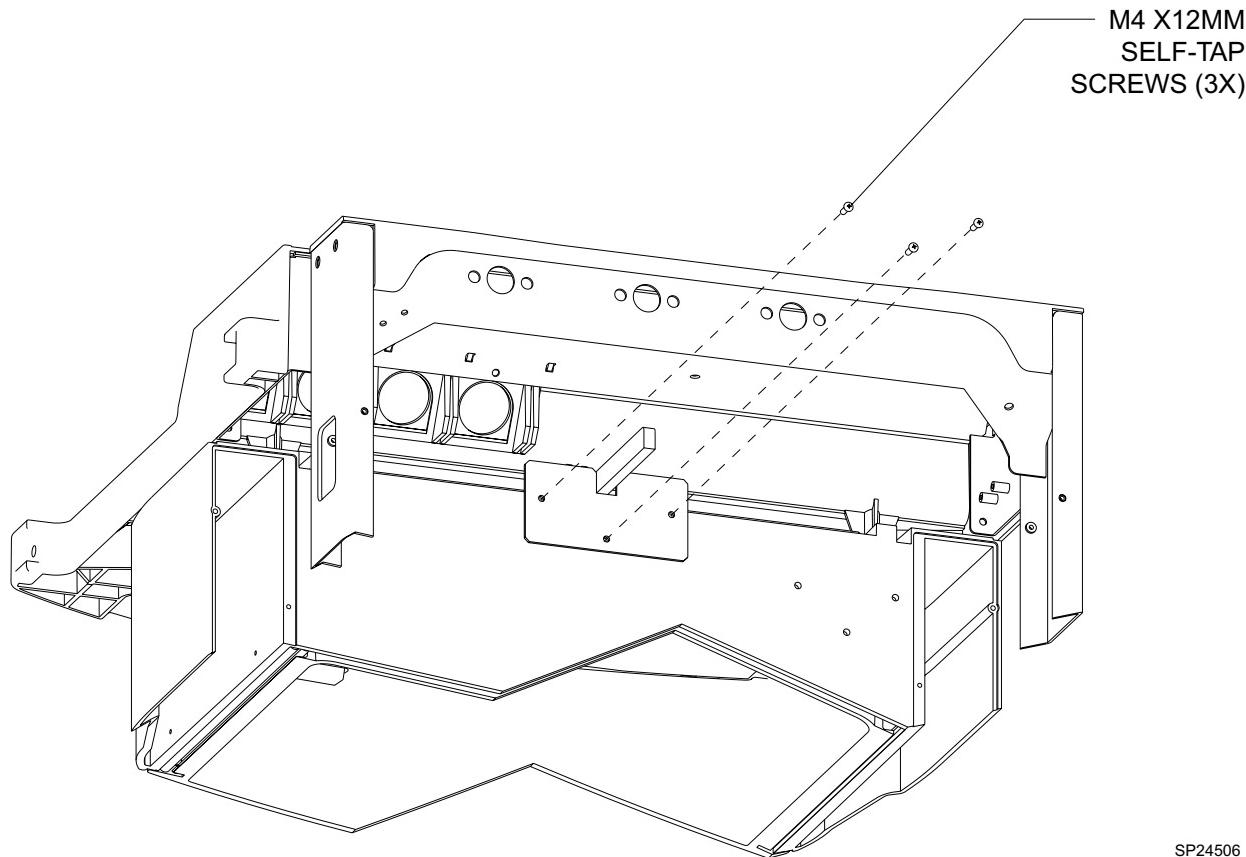


FIGURE 6. Installing the Stop Plate

Installation Procedure (continued)

11. If applicable, clean all drill chips from the machine and surrounding area.
12. If applicable, reinstall cylinders in their yokes.
13. Reinstall the drawers in their original position in the cabinet.

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Printed in the U.S.A.